



222 Main Ave West. Frazee, MN 56544 | Office: 218-334-4991 | Website: [www.frazeecity.com](http://www.frazeecity.com)

## CODE COMPLAINT FORM

**Code complaints must be filed in writing. To register a complaint, please fill out this form in its entirety and submit the completed form to City Hall.**

Address of Complaint: \_\_\_\_\_

Check the area in which this complaint concerns:

- |   |   |
|---|---|
| <input type="checkbox"/> Abandoned Vehicle      | <input type="checkbox"/> Noise                        |
| <input type="checkbox"/> Dog Nuisance           | <input type="checkbox"/> Weeds / Yard                 |
| <input type="checkbox"/> Junk / Refuse / Debris | <input type="checkbox"/> Zoning                       |
|   | <input type="checkbox"/> Other (please explain below) |

**Please describe complaint or concern in more detail below. Use detailed examples: “junk car in yard,” or “tall grass/weeds.” Do not include opinions: “looks bad,” or “needs to be condemned.”**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complainant’s Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Complainant’s Address: \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

***For Office Use Only*** - PLEASE RETURN COMPLETED FORM TO CITY HALL

Date Received \_\_\_\_\_

Date Complaint Reviewed/Inspected \_\_\_\_\_

ACTION TAKEN

Comments: \_\_\_\_\_  
\_\_\_\_\_

Conditions Set: \_\_\_\_\_  
\_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_



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## **CITY OF FRAZEE CODE COMPLAINT PROCEDURE**

When a citizen has a complaint they want to register, they must file the complaint **in writing**, on the form provided by the City. The form must be filled out completely, signed and returned to City Hall.

Persons refusing to file a signed complaint will have their complaint heard, but no action may be taken.

This form will then be reviewed and forwarded to the proper department and a determination will be made for what, if any, action need be taken.